



Eddyville Charter School
Board of Directors
 P.O. Box 68
 Eddyville, OR 97343
 Phone: 541.875.2942
 Fax: 541.875.4050

February 16, 2022- Board Packet
Executive Session 5pm, Regular Session 6pm
AGENDA

- 1) **Executive Session ORS 192.660(2)(d)called to Order**
- 2) **Executive Session adjourned**
- 3) **Regular Board Meeting Called to Order**
- 4) **Past Meeting Minutes: January 19, 2022** Pg. 2-3
- 5) **Agenda Adjustments**
- 6) **Informational Items**
 - a) Financial Packet January- Rhonda Allen Pg. 4-21
- 7) **Interested Party Comments**
- 8) **Communication**
 - a) Administration Report- Stacy Knudson Pg. 22-23
 - b) Athletic Director Report- Karla Pearson Pg. 24
 - c) Facilities Manager Report- Danny Wheeler Pg. 25
- 9) **Consent Agenda**
 - a) Payment of the Bills
 - b) Policy updates- Second readings
 - i) JHFE/GBNAB: Suspected Abuse of a Child Reporting Requirements
 - ii) JHFE/GBNAB-AR: Reporting Suspected Abuse of a Child
 - iii) JHFF/GBNAA: Suspected Sexual Conduct with Students Reporting Requirements
 - iv) JHFF/GBNAA-AR: Suspected Sexual Conduct Report Procedures and Form
- 10) **Action Items**
- 11) **New Business**
 - a) Policy Updates: First Readings
 - i) DH: Loss Coverage (1) Pg. 26
 - ii) GBA AR: Veteran's Preference (2) Pg. 27-28
 - iii) GBL: Personnel Records (2) Pg. 29-30
 - iv) GCBDA/GDBDA-AR (1) Oregon Family Leave (10) Pg. 31-40

Next Meeting March 16, 2022 at 6:00pm



**Eddyville Charter School
Board of Directors**

P.O. Box 68
Eddyville, OR 97343
Phone: 541.875.2942
Fax: 541.875.4050

**January 19, 2022 6:00pm
Board Packet - Regular Session
MINUTES**

Board Members in Attendance: Stephanie Mekemson, Stuart Imler, Rebecca Phillips-Sutton, John Lancaster, Ann Cook

Administration in Attendance: Stacy Knudson

Board Members Absent: Abe Silvonen, Ryan Gassner

Meeting Minutes Prepared by Board Clerk: Dani Ulstad

1) Regular Board Meeting Called to Order by Stephanie Mekemson at 6:08pm

2) Past Meeting Minutes: November 17, 2021

- a) Stuart Imler motioned to approve the past meeting minutes, John Lancaster seconded. All voting members voted in favor of the motion.

3) Agenda Adjustments: NONE

4) Informational Items

- a) Financial Packet November- Rhonda Allen
- b) Financial Packet December - Rhonda Allen
 - i) \$371k ending fund balance
 - ii) \$523 in interest with money in the bank looks good to the ESD

5) Interested Party Comments

- a) John Lancaster: Introduced the Greg Palser Memorial scholarship for a \$10k lineman school and CDL scholarship to Eddyville students. This will be part of the newly created Eddyville scholarship fund that seniors apply towards in March.

6) Communication

- a) Administration Report- Stacy Knudson
 - i) Proposed 22-23 Calendar
- b) Athletic Director Report- Karla Pearson
 - i) OSAA Sportsmanship Award- Boys Basketball
- c) Facilities Manager Report- Danny Wheeler

7) Consent Agenda

- a) Payment of the Bills
 - i) November
 - ii) December
- b) Policy Updates
 - i) GBNAA/JHFF: Suspected Sexual Conduct...
 - ii) GBNAA/JHFF-AR: Suspected Sexual Conduct Report...
 - iii) IL: Assessment Program
 - iv) JB: Equal Educational Opportunity
 - v) JFCF: Hazing, Harassment, Intimidation, Bullying...
 - vi) JFCJ: Weapons in Schools
- c) Surplus old small Kubota tractor
- d) Surplus old 2 fridges/1 freezer in home economics room
- e) Rebecca Phillips-Sutton motioned to approve the consent agenda, Stuart Imler seconded.
All voting members voted in favor of the motion.

8) Action Items

- a) Proposed Budget Calendar
- b) Stuart Imler motioned to approve the proposed budget calendar, Rebecca Phillips-Sutton seconded. All voting members voted in favor of the motion.

9) New Business

- a) Policy Updates: First Readings
 - i) JHFE/GBNAB: Suspected Abuse of a Child Reporting Requirements
 - ii) JHFE/GBNAB-AR: Reporting Suspected Abuse of a Child
 - iii) JHFF/GBNAA: Suspected Sexual Conduct with Students Reporting Requirements
 - iv) JHFF/GBNAA-AR: Suspected Sexual Conduct Report Procedures and Form
 - (1) Chief reporting officer: Stacy Knudson, Alternate: Dani Ulstad posted to the website in compliance with above policies

Meeting adjourned by Stephanie Mekemson at 6:33pm. Next Meeting February 16, 2022 at 6:00pm



MEMORANDUM

February 7, 2022

TO: Eddyville Charter School Board of Directors
FROM: Rhonda Allen, LBL-ESD Deputy Business Manager
RE: January 31, 2022 Financial Statements

Board Members,

Attached you will find the 2021-22 financial statements through January 31, 2022. These statements include the General Fund Statement of Revenues Budget vs. Actual, General Fund Statement of Expenditures Budget vs. Actual, Special Revenue Funds Revenue and Expenditures, and total Appropriations for the year.

The General Fund statements include the actual revenues and expenditures from July 1, 2021 through January 31, 2022 as well as projections through June 30, 2022. The estimated General Fund Ending Fund Balance is \$467,908. Contingency makes up \$100,000 of the Fund Balance total.

Eddyville Charter School investments are held in an interest bearing money market account. Investments total \$1,212,005 and are yielding an interest rate of .050%. Dividend payments July 1, 2021 – January 31, 2022 total \$570.75.

Please let me know if you have any questions or concerns regarding these statements.

Eddyville Charter School
General Fund: Statement of Expenditures Budget Vs. Actual
For the Fiscal Year 2021-2022
As of 01/31/2021

Function	Adopted 2021-2022 Budget	Actual YTD Exp. 1/31/2022	Projected through 6/30/2022	Total Estimated 2021-2022	(Over)/ Under Budget	% Committed	Total Actuals 6/30/2021
Instruction							
1111 Elementary, K-6	744,961	285,173	\$361,213.09	646,386	98,575	86.77%	655,773
1113 Elementary Extracurricular	1,678	1,787	2,187	3,974			1,691
1121 Middle/Junior High Programs	307,579	138,178	177,861	316,038	(8,459)	102.75%	269,720
1122 Middle/Junior High School Extracurricular	18,937	13,707	3,932	17,639	1,298	93.14%	5,104
1131 High School Programs	512,977	196,257	\$260,812.26	457,070	55,907	89.10%	476,205
1132 High School Extracurricular	88,305	73,001	18,705	91,706	(3,401)	103.85%	54,810
1400 Summer School	-	8,140	-	8,140	(8,140)	0	
Total Instruction	1,674,437	716,243	824,710	1,540,952	135,781		1,463,304
Support Services							
2122 Counseling Services	500	155	79	235	265		469
2130 Health Services	1,300	5,759	-	5,759	(4,459)	443.00%	121,334
2210 Improvement of Instruction Services	1,800	1,800	-	1,800	-	100.00%	1,717
2230 Assessment & Testing	-	1,680	-	1,680	(1,680)		1,400
2240 Staff Development	4,500	620	2,547	3,167	1,333		4,222
2310 Board of Education	78,393	62,222	3,872	66,094	12,299	84.31%	61,490
2321 Office of the Superintendent Services	97,371	54,011	38,070	92,081	5,290	94.57%	89,668
2411 Office of the Principal Services	223,946	85,889	115,754	201,643	22,303	90.04%	198,843
2520 Fiscal Services	56,600	660	55,820	56,480	120	99.79%	48,667
2541 Repair & Maintenance Services	-	-	-	-			
2542 Maintenance	174,800	141,293	52,477	193,770	(18,970)	110.85%	307,098
2552 Transportation	231,996	78,263	129,054	207,317	24,679	89.36%	155,375
2640 Staff Accounting Services	93,194	52,273	39,568	91,841	1,353	98.55%	76,233
2660 Technology	15,000	644	11,010	11,654	3,346	77.69%	45,387
Total Support Services	979,400	485,269	448,251	933,519	45,881		1,111,901
Other Requirements							
5200 Transfers of Funds	269,178	-	269,178	269,178	-		-
6000 Contingency	100,000	-	-	-	100,000	0.00%	-
Total Other Requirements	369,178	-	269,178	269,178	100,000		-
Total Requirements	\$ 3,023,015	\$ 1,201,511	\$ 1,542,138	\$ 2,743,650	\$ 281,661		\$ 2,575,206

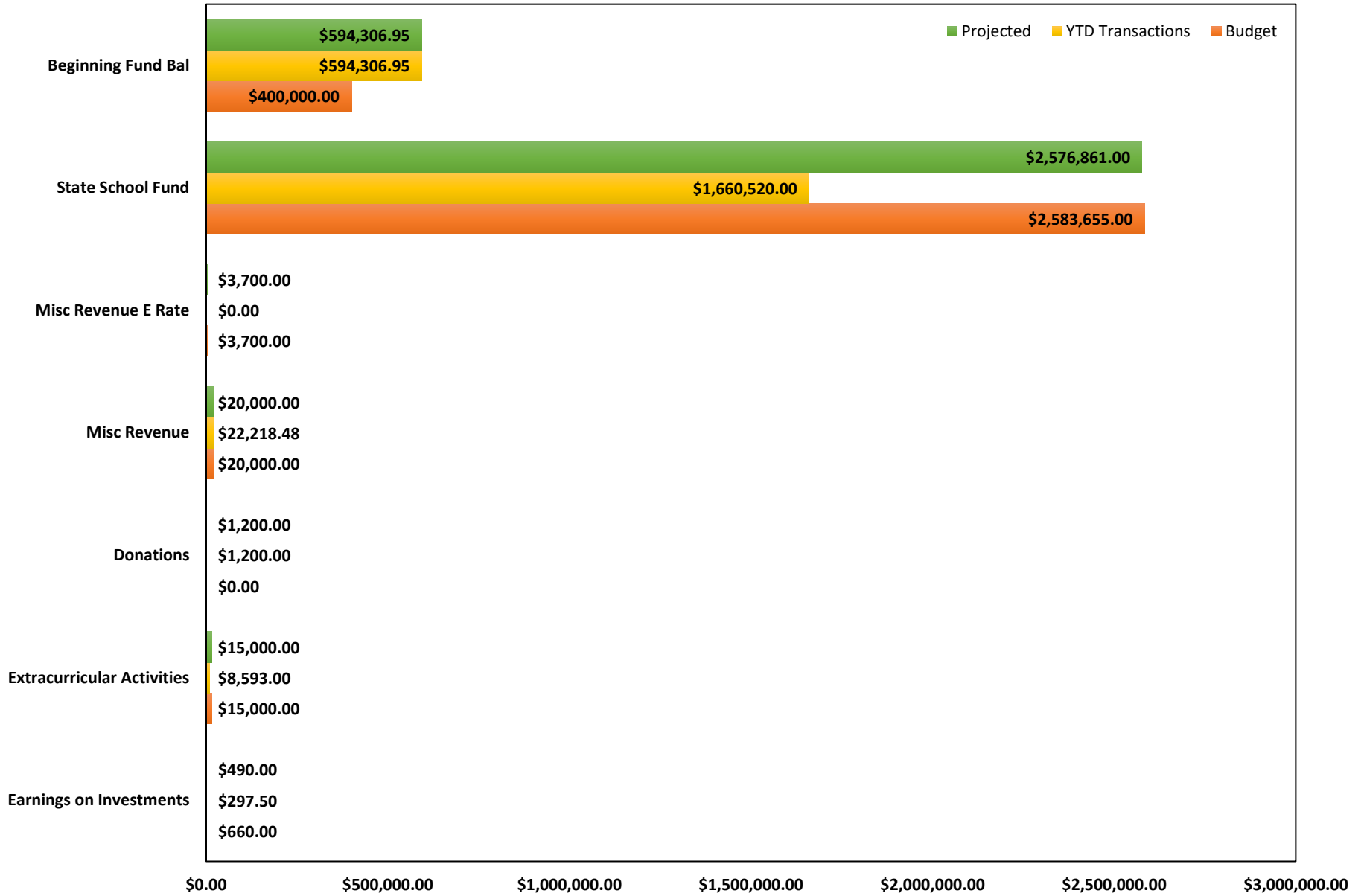
Eddyville Charter School
Other Funds: Statement of Revenue Expenditures Budget Vs. Actual
For the Fiscal Year 2021-2022
As of 01/31/2022

Fund	Description	Beginning Fund Balance as of 7/1/2021	YTD Revenue	YTD Expenditures	Balance as of 1/31/2022	NOTES
206	Siletz Tribal Charities	\$0.00	\$0.00	\$0.00	\$0.00	
210	BLM Grant	\$0.00	\$0.00	\$0.00	\$0.00	
211	Aspire Grant	\$0.00	\$2,100.00	\$837.79	\$1,262.21	Received revenue up front/monthly payroll exp
212	BLM Grant L16AC00309	\$0.00	\$0.00	\$0.00	\$0.00	
213	STCCF - Independent Reading	\$0.00	\$0.00	\$0.00	\$0.00	
220	ESSER I	(\$4,955.83)	\$4,955.83	\$0.00	\$0.00	
222	ESSER II	(\$10,408.12)	\$136,388.21	\$144,523.79	(\$18,543.70)	Reimbursement claimed 2-7-2022
223	ESSER III	\$0.00	\$103,594.23	\$136,766.96	(\$33,172.73)	Reimbursement claimed 1-10-2022 & 2-7-2022
228	Carl Perkins Grant	\$0.00	\$0.00	\$0.00	\$0.00	
229	CTE Revitalization	\$0.00	\$0.00	\$0.00	\$0.00	
230	Saw Shop Grant	\$0.00	\$0.00	\$0.00	\$0.00	
251	Student Investment Act	\$0.00	\$67,988.71	\$85,944.46	(\$17,955.75)	Reimbursement claimed 2-7-2022
255	CDL Grant	\$0.00	\$0.00	\$0.00	\$0.00	
256	Summer Learning Enrichment Grant	\$0.00	\$76,745.89	\$76,745.89	\$0.00	
272	Emergency Preparedness	\$0.00	\$0.00	\$0.00	\$0.00	
273	MidWay Foundation	\$0.00	\$0.00	\$0.00	\$0.00	
274	Outdoor School	\$0.00	\$0.00	\$0.00	\$0.00	
277	STCCF/Medical Responder Class	\$0.00	\$0.00	\$0.00	\$0.00	
278	Oregon State Credit Union Mini Grants	\$193.07	\$0.00	\$207.99	(\$14.92)	Science class - dissecting sharks
281	STCCF/Basketball Uniforms & Storage	\$0.00	\$0.00	\$0.00	\$0.00	
282	Three Rivers Foundation	\$0.00	\$0.00	\$0.00	\$0.00	
283	STCCF/Science & Body Systems	\$0.00	\$600.00	\$0.00	\$600.00	Cooking class funds
284	Clemens Fondation- Weight Room	\$0.00	\$0.00	\$0.00	\$0.00	
285	Or Association Woodturns Grant	\$0.00	\$0.00	\$0.00	\$0.00	
286	Selco CU Creater Learning Grant	\$0.00	\$800.00	\$800.00	\$0.00	
287	Take It To The Court Grant	\$0.00	\$0.00	\$0.00	\$0.00	
288	STCCF Health Center	\$178.08	\$0.00	\$178.08	\$0.00	
297	Vision Screening	\$0.00	\$0.00	\$0.00	\$0.00	
298	High School Success	\$0.00	\$40,465.26	\$48,012.88	(\$7,547.62)	Reimbursement claimed 2-7-2022
299	Student Body Funds	\$47,833.12	\$36,160.84	\$24,420.73	\$59,573.23	
400	Capital Project Funds	\$298,601.80	\$0.00	\$107,888.29	\$190,713.51	
Totals		\$331,442.12	\$469,798.97	\$626,326.86	\$174,914.23	

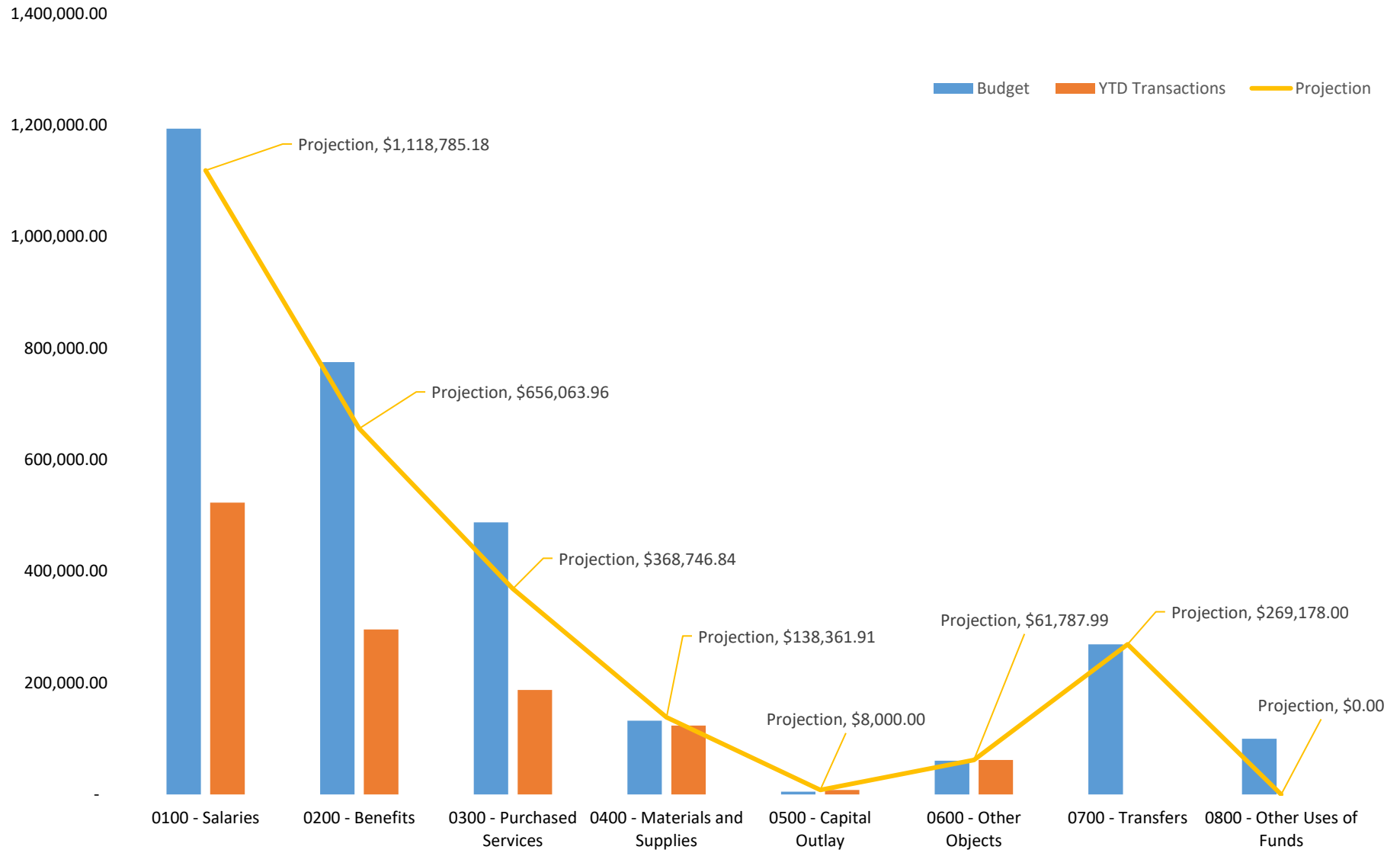
Eddyville Charter School
YTD Appropriations
For the Fiscal Year 2021-2022
As of 1/31/2022

Fund	Appropriations	Resolutions	YTD	Encumbrances	Totals	(Over)/Under Budget
General Fund, 100						
1000 Instruction	\$ 1,674,437		\$ 716,243	\$ 824,790	\$ 1,541,032	\$ 133,405
2000 Support Services	\$ 979,400		\$ 485,269	\$ 325,445	\$ 810,714	\$ 168,686
5200 Transfers	\$ 269,178		\$ -	\$ -		\$ 269,178
6000 Contingency	\$ 100,000		\$ -	\$ -	\$ -	\$ 100,000
Sub Totals	\$ 3,023,015	\$ -	\$ 1,201,511	\$ 1,150,235	\$ 2,351,746	\$ 671,269
Special Funds, 200						
1000 Instruction	\$ 320,012		\$ 207,417	\$ 144,389	\$ 351,806	\$ (31,794)
2000 Support Services	\$ 675,131		\$ 310,909	\$ 266,451	\$ 577,361	\$ 97,770
4000 Building Acquisition	\$ 263,948		\$ -	\$ -	\$ -	\$ 263,948
5200 Transfers	\$ -		\$ -	\$ -	\$ -	\$ -
Sub Totals	\$ 1,259,091	\$ -	\$ 518,326	\$ 410,840	\$ 929,167	\$ 329,924
Capital Projects, 400						
2000 Support Services	\$ 53,000		\$ 42,692	\$ 3,993	\$ 46,685	\$ 6,315
4000 Facility Construction	\$ 544,178		\$ 65,196	\$ -	\$ 65,196	\$ 478,982
Sub Totals	\$ 597,178	\$ -	\$ 107,888	\$ 3,993	\$ 111,881	\$ 485,297
Totals	\$ 4,879,284	\$ -	\$ -	\$ -	\$ 3,392,794	\$ 1,486,490

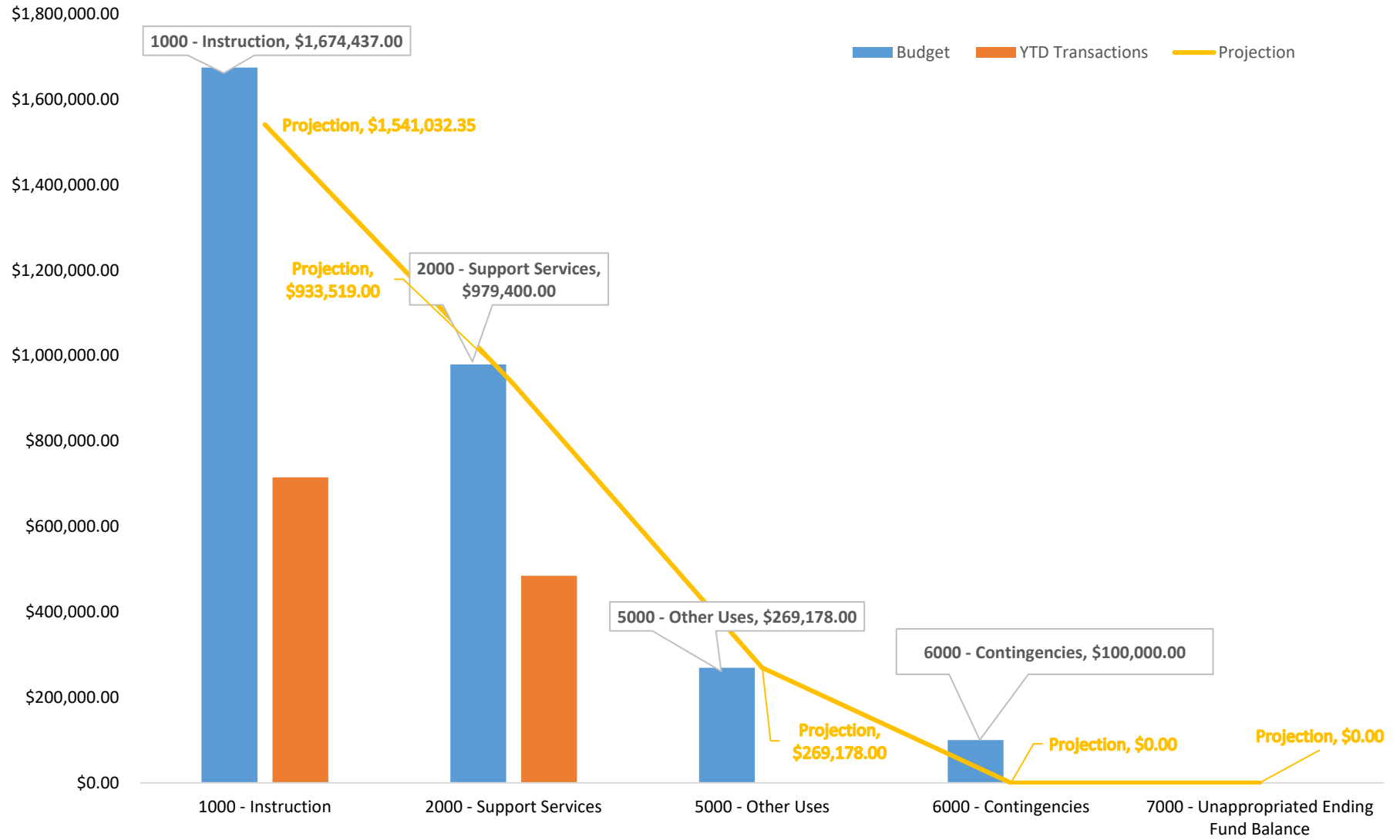
General Fund Revenue -January 2022 Projections - YTD - Budget



EXPENDITURES BY OBJECT July 1, 2021 - January 31, 2022



EXPENDITURES BY FUNCTION July 1, 2021 - January 31, 2022



Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 01/01/2022

To Date: 01/31/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
1457	01/07/2022	ALARM SOLUTIONS INC.	\$90.00	1128	Printed	Expense	<input checked="" type="checkbox"/>	01/31/2022	
1458	01/07/2022	AMAZON.COM	\$799.16	1128	Printed	Expense	<input checked="" type="checkbox"/>	01/31/2022	
1459	01/07/2022	Auto Chlor System	\$193.95	1128	Printed	Expense	<input checked="" type="checkbox"/>	01/31/2022	
1460	01/07/2022	Condon High School	\$150.00	1128	Printed	Expense	<input checked="" type="checkbox"/>	01/31/2022	
1461	01/07/2022	DAY WIRELESS SYSTEMS	\$1,841.00	1128	Printed	Expense	<input checked="" type="checkbox"/>	01/31/2022	
1462	01/07/2022	NORTHWEST REGIONAL ESD	\$36.50	1128	Printed	Expense	<input checked="" type="checkbox"/>	01/31/2022	
1463	01/07/2022	SCHOOL SPECIALTY I	\$84.27	1128	Printed	Expense	<input type="checkbox"/>		
1464	01/25/2022	OBTESHKA, TERRY L	\$812.58	11	Printed	Payroll	<input type="checkbox"/>		
1465	01/26/2022	ALARM SOLUTIONS INC.	\$225.00	1134	Printed	Expense	<input type="checkbox"/>		
1466	01/26/2022	AMAZON.COM	\$1,359.68	1134	Printed	Expense	<input type="checkbox"/>		
1467	01/26/2022	ANALYTICAL LABORATORY & CONSULTANTS	\$76.00	1134	Printed	Expense	<input type="checkbox"/>		
1468	01/26/2022	Auto Chlor System	\$193.95	1134	Printed	Expense	<input type="checkbox"/>		
1469	01/26/2022	CONSUMERS POWER INC	\$4,309.16	1134	Printed	Expense	<input type="checkbox"/>		
1470	01/26/2022	Copeland Lumber Co	\$10.99	1134	Printed	Expense	<input type="checkbox"/>		
1471	01/26/2022	CULLIGAN WATER SYSTEMS	\$101.40	1134	Printed	Expense	<input type="checkbox"/>		
1472	01/26/2022	DAHL DISPOSAL SERVICE	\$898.40	1134	Printed	Expense	<input type="checkbox"/>		
1473	01/26/2022	DAVE BROOKS	\$60.00	1134	Printed	Expense	<input type="checkbox"/>		
1474	01/26/2022	HOME DEPOT	\$4,876.20	1134	Printed	Expense	<input type="checkbox"/>		
1475	01/26/2022	IDEA PRINTWORKS	\$330.00	1134	Printed	Expense	<input type="checkbox"/>		
1476	01/26/2022	INDUSTRIAL WELDING SUPPLY	\$5.00	1134	Printed	Expense	<input type="checkbox"/>		
1477	01/26/2022	MARY'S PEAK TRUE VALUE	\$296.46	1134	Printed	Expense	<input type="checkbox"/>		
1478	01/26/2022	MID-VALLEY BASKETBALL OFFICIALS ASSC.	\$351.00	1134	Printed	Expense	<input type="checkbox"/>		
1479	01/26/2022	OSAA	\$150.00	1134	Printed	Expense	<input type="checkbox"/>		

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 01/01/2022

To Date: 01/31/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
1480	01/26/2022	PIONEER TELEPHONE CO	\$1,295.71	1134	Printed	Expense	<input type="checkbox"/>		
1481	01/26/2022	SAIF	\$1,174.26	1134	Printed	Expense	<input type="checkbox"/>		
1482	01/26/2022	SCHOOL SPECIALTY I	\$33.12	1134	Printed	Expense	<input type="checkbox"/>		
1483	01/26/2022	Sierra Springs	\$118.45	1134	Printed	Expense	<input type="checkbox"/>		
1484	01/26/2022	STAPLES ADVANTAGE	\$764.72	1134	Printed	Expense	<input type="checkbox"/>		
1485	01/26/2022	TMobile	\$274.72	1134	Printed	Expense	<input type="checkbox"/>		
1486	01/26/2022	XEROX CAPITAL SERVICES	\$641.45	1134	Printed	Expense	<input type="checkbox"/>		
1487	01/26/2022	AMERICAN FIDELITY HEALTH SERVICES ADMIN	\$100.00	1138	Printed	Payroll Ded	<input type="checkbox"/>		
1488	01/31/2022	EDDYVILLE CHARTER SCHOOL ASB	\$85.48	1142	Printed	Expense	<input type="checkbox"/>		
1489	01/31/2022	SMEED COMMUNICATIONS SERVICES	\$1,535.37	1142	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$23,273.98

End of Report

Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 01/01/2022

To Date: 01/31/2022

From Voucher:

To Voucher:

Account: 618680-8000

Date	Account	Amount	Check #	Description	Posted
01/10/2022	OEBB	\$695.19	1125	Posted to G/L PR	<input type="checkbox"/>
01/10/2022	OEBB	\$2,574.86	1125	Posted to G/L PR	<input type="checkbox"/>
01/10/2022	OEBB	\$26,687.05	1125	Posted to G/L PR	<input type="checkbox"/>
01/10/2022	OEBB	\$178.50	1125	Posted to G/L PR	<input type="checkbox"/>
01/12/2022	PERS	\$0.05	1126	Posted to G/L PR	<input type="checkbox"/>
01/12/2022	PERS	\$1,688.77	1126	Posted to G/L PR	<input type="checkbox"/>
01/12/2022	PERS	\$984.77	1126	Posted to G/L PR	<input type="checkbox"/>
01/12/2022	PERS	\$249.10	1126	Posted to G/L PR	<input type="checkbox"/>
01/12/2022	PERS	\$3,835.54	1126	Posted to G/L PR	<input type="checkbox"/>
01/12/2022	PERS	\$6,313.21	1126	Posted to G/L PR	<input type="checkbox"/>
01/12/2022	PERS	\$21,567.34	1126	Posted to G/L PR	<input type="checkbox"/>
01/06/2022	VISTAPRINT	\$26.18	1127	Posted to G/L AP	<input type="checkbox"/>
01/06/2022	SAFEWAY	\$0.00	1127	Posted to G/L AP	<input type="checkbox"/>
01/06/2022	SAFEWAY	\$0.00	1127	Posted to G/L AP	<input type="checkbox"/>
01/06/2022	SAFEWAY	\$59.29	1127	Posted to G/L AP	<input type="checkbox"/>
01/06/2022	SAFEWAY	\$0.00	1127	Posted to G/L AP	<input type="checkbox"/>
01/06/2022	SAFEWAY	\$35.22	1127	Posted to G/L AP	<input type="checkbox"/>

Printed: 02/07/2022 10:39:05 AM

Report: rptGLNonCheckListing

2021.3.17

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Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 01/01/2022

To Date: 01/31/2022

From Voucher:

To Voucher:

01/06/2022	SAFEWAY	\$0.00	1127	Posted to G/L AP	<input type="checkbox"/>
01/06/2022	SAFEWAY	\$113.48	1127	Posted to G/L AP	<input type="checkbox"/>
01/06/2022	SAFEWAY	\$0.00	1127	Posted to G/L AP	<input type="checkbox"/>
01/06/2022	SAFEWAY	\$0.00	1127	Posted to G/L AP	<input type="checkbox"/>
01/06/2022	SAFEWAY	\$20.55	1127	Posted to G/L AP	<input type="checkbox"/>
01/10/2022	OR DEPT OF REVENUE - STATE TAX	\$130.71	1129	Posted to G/L PR	<input type="checkbox"/>
01/10/2022	OR DEPT OF REVENUE - STATE TAX	\$1.40	1129	Posted to G/L PR	<input type="checkbox"/>
01/10/2022	OR DEPT OF REVENUE - STATE TAX	\$133.99	1129	Posted to G/L PR	<input type="checkbox"/>
01/10/2022	OR DEPT OF REVENUE - STATE TAX	\$132.94	1129	Posted to G/L PR	<input type="checkbox"/>
01/10/2022	OR DEPT OF REVENUE - UNEMPLOYMENT	\$3,843.28	1130	Posted to G/L PR	<input type="checkbox"/>
01/10/2022	OR DEPT OF REVENUE - UNEMPLOYMENT	\$287.38	1130	Posted to G/L PR	<input type="checkbox"/>
01/10/2022	OR DEPT OF REVENUE - UNEMPLOYMENT	-\$3.47	1130	Posted to G/L PR	<input type="checkbox"/>
01/10/2022	OR DEPT OF REVENUE - UNEMPLOYMENT	-\$9.08	1130	Posted to G/L PR	<input type="checkbox"/>
01/25/2022	OSU FEDERAL CREDIT UNION	\$375.00	1131	Posted to G/L PR	<input type="checkbox"/>
01/25/2022	EDDYVILLE CHARTER SCHOOL	\$7,610.81	1131	Posted to G/L PR	<input type="checkbox"/>

Printed: 02/07/2022 10:39:05 AM

Report: rptGLNonCheckListing

2021.3.17

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Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 01/01/2022

To Date: 01/31/2022

From Voucher:

To Voucher:

Date	Description	Amount	Account	Posting	Check
01/25/2022	EDDYVILLE CHARTER SCHOOL	\$3,932.00	1131	Posted to G/L PR	<input type="checkbox"/>
01/25/2022	EDDYVILLE CHARTER SCHOOL	\$8,453.28	1131	Posted to G/L PR	<input type="checkbox"/>
01/25/2022	EDDYVILLE CHARTER SCHOOL	\$9,782.34	1131	Posted to G/L PR	<input type="checkbox"/>
01/25/2022	EDDYVILLE CHARTER SCHOOL	\$700.00	1131	Posted to G/L PR	<input type="checkbox"/>
01/25/2022	EDDYVILLE CHARTER SCHOOL	\$69,335.47	1131	Posted to G/L PR	<input type="checkbox"/>
01/25/2022	EDDYVILLE CHARTER SCHOOL	\$93.88	1131	Posted to G/L PR	<input type="checkbox"/>
01/25/2022	INTERNAL REVENUE SERVICE - MEDICARE	\$3,788.76	1132	Posted to G/L PR	<input type="checkbox"/>
01/25/2022	INTERNAL REVENUE SERVICE - SS	\$16,200.30	1132	Posted to G/L PR	<input type="checkbox"/>
01/25/2022	INTERNAL REVENUE SERVICE - FEDERAL TAX	\$7,743.25	1132	Posted to G/L PR	<input type="checkbox"/>
01/25/2022	OR DEPT OF REVENUE - STATE TAX	\$8,272.77	1133	Posted to G/L PR	<input type="checkbox"/>
01/25/2022	ADOBE	\$14.99	1136	Posted to G/L AP	<input type="checkbox"/>
01/25/2022	Vinwood Taphouse	\$375.00	1136	Posted to G/L AP	<input type="checkbox"/>
01/25/2022	FRED MEYER INC.	\$39.99	1136	Posted to G/L AP	<input type="checkbox"/>
01/25/2022	OFFICE MAX - A BOISE COMPANY	\$69.04	1136	Posted to G/L AP	<input type="checkbox"/>
01/25/2022	BIMART	\$13.08	1136	Posted to G/L AP	<input type="checkbox"/>
01/25/2022	OFFICE MAX - A BOISE COMPANY	\$69.04	1136	Posted to G/L AP	<input type="checkbox"/>
01/25/2022	OFFICE MAX - A BOISE COMPANY	\$69.04	1136	Posted to G/L AP	<input type="checkbox"/>

Printed: 02/07/2022 10:39:05 AM

Report: rptGLNonCheckListing

2021.3.17

Page:

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Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 01/01/2022

To Date: 01/31/2022

From Voucher:

To Voucher:

01/25/2022	BANK CARD CENTER	\$367.42	1137	Posted to G/L AP	<input type="checkbox"/>
01/26/2022	AFA COMPANY	\$390.10	1139	Posted to G/L PR	<input type="checkbox"/>
01/26/2022	AFA COMPANY	\$96.20	1139	Posted to G/L PR	<input type="checkbox"/>
01/26/2022	AFA COMPANY	\$1,011.50	1139	Posted to G/L PR	<input type="checkbox"/>
01/26/2022	AFA COMPANY	\$529.97	1139	Posted to G/L PR	<input type="checkbox"/>
01/26/2022	AFA COMPANY	\$481.60	1139	Posted to G/L PR	<input type="checkbox"/>
01/26/2022	AFA COMPANY	\$130.44	1139	Posted to G/L PR	<input type="checkbox"/>
01/26/2022	AFA COMPANY	\$368.30	1139	Posted to G/L PR	<input type="checkbox"/>
01/26/2022	AMERICAN FIDELITY ASSURANCE CO - TSA'S	\$1,475.00	1140	Posted to G/L PR	<input type="checkbox"/>
01/26/2022	FLEX ACCOUNT ADMINISTRATION	\$233.33	1141	Posted to G/L PR	<input type="checkbox"/>

Total for Fund:

59

Total Amount:

\$211,568.15

Total Amount:

\$211,568.15

End of Report

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account: OR State CU - Student Body Checking
618680-8001

From Date: 01/01/2022

To Date: 01/31/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
159	01/26/2022	AMAZON.COM	\$25.00	1135	Printed	Expense	<input type="checkbox"/>		
160	01/26/2022	Cohen & Park	\$620.00	1135	Printed	Expense	<input type="checkbox"/>		
161	01/26/2022	Elk City Coffee Company	\$114.00	1135	Printed	Expense	<input type="checkbox"/>		
162	01/26/2022	Russell, Angie	\$105.50	1135	Printed	Expense	<input type="checkbox"/>		
164	01/26/2022	Wood, Greg	\$71.28	1135	Printed	Expense	<input type="checkbox"/>		
165	01/31/2022	Gold Medal Squared West Inc.	\$1,000.00	1143	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$1,935.78						
End of Report									

Eddyville Charter School, Inc.

Student Activities Summary Report

Fiscal Year: 2021-2022

From: 7/1/2021

To: 1/31/2022

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
703 Classroom Supplies	.00	.00	.00	.00	.00	.00
704 Locker Fee	1,248.73	120.00	.00	1,368.73	.00	1,368.73
716 MS/HS Field Trip (6-12)	549.85	.00	.00	549.85	.00	549.85
719 Activities Bus	145.00	.00	.00	145.00	.00	145.00
720 Elem Athletics	1,801.88	1,590.00	(341.48)	3,050.40	.00	3,050.40
721 Boys BB	883.17	75.00	.00	958.17	.00	958.17
722 Girls BB	570.23	75.00	(105.50)	539.73	.00	539.73
724 VB	1,744.69	5,630.00	(6,083.00)	1,291.69	.00	1,291.69
725 Track	755.21	.00	.00	755.21	.00	755.21
727 Cheer	1,054.05	.00	(729.24)	324.81	.00	324.81
728 Gate Receipts	442.00	1,262.20	.00	1,704.20	.00	1,704.20
729 Pay to Play	1,305.00	3,155.00	.00	4,460.00	.00	4,460.00
730 Football	(.06)	1,770.00	(161.70)	1,608.24	.00	1,608.24
740 Scoreboard Advertising	.00	4,150.00	(140.00)	4,010.00	.00	4,010.00
748 PE Locker/Towel Fee 6-12	.00	50.00	.00	50.00	.00	50.00
749 Technology Fee	.00	60.00	.00	60.00	.00	60.00
750 Art	16.05	.00	.00	16.05	.00	16.05
751 Drumming	129.03	.00	.00	129.03	.00	129.03
752 Hobby Hour	128.47	.00	.00	128.47	.00	128.47
753 Career Technical Ed	6,226.67	6,441.60	(8,240.36)	4,427.91	.00	4,427.91
754 Yearbook/Annual	586.12	.00	.00	586.12	.00	586.12
755 Concessions	573.26	.00	.00	573.26	.00	573.26
756 Foods	883.92	3,779.00	(20.00)	4,642.92	(3,579.94)	1,062.98

Eddyville Charter School, Inc.

Student Activities Summary Report

Fiscal Year: 2021-2022

From: 7/1/2021

To: 1/31/2022

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
757 Horticulture	3,612.08	.00	(668.89)	2,943.19	(966.90)	1,976.29
760 PAADA/OHANA	3,170.10	.00	.00	3,170.10	.00	3,170.10
761 Student Incentives	3,113.02	823.22	(138.43)	3,797.81	(61.54)	3,736.27
763 BLM	1,406.29	.00	(121.54)	1,284.75	.00	1,284.75
764 Drama	391.00	.00	.00	391.00	.00	391.00
765 Leadership	1,448.86	452.00	(1,045.46)	855.40	(108.19)	747.21
766 EMR	70.00	.00	.00	70.00	.00	70.00
767 Photography	.00	1,200.00	(730.00)	470.00	(443.04)	26.96
778 Sixth/Seventh/Eighth Grade	159.99	.00	.00	159.99	.00	159.99
779 Elementary General	2,505.62	.00	.00	2,505.62	(52.99)	2,452.63
780 Kindergarten	552.66	.00	.00	552.66	.00	552.66
781 First Grade	796.09	.00	(111.33)	684.76	.00	684.76
782 Second Grade	1,654.45	.00	(473.40)	1,181.05	.00	1,181.05
783 Third Grade	51.97	.00	.00	51.97	.00	51.97
784 Fourth Grade	1,149.38	.00	(29.89)	1,119.49	.00	1,119.49
785 Fifth Grade	28.44	.00	.00	28.44	.00	28.44
787 Class of 2022	3,637.37	1,169.60	(463.92)	4,343.05	(1,069.16)	3,273.89
788 Class of 2021	831.79	.00	(166.92)	664.87	.00	664.87
789 Class of 2020	.00	.00	.00	.00	.00	.00
790 Class of 2019	362.34	.00	.00	362.34	.00	362.34
800 Class of 2023	106.68	.00	.00	106.68	.00	106.68
801 Class of 2024	357.16	.00	.00	357.16	.00	357.16
850 Coffee Shop	3,356.16	4,333.22	(3,426.01)	4,263.37	(2,007.44)	2,255.93

Eddyville Charter School, Inc.

Student Activities Summary Report

Fiscal Year: 2021-2022

From: 7/1/2021

To: 1/31/2022

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
GRAND TOTALS	47,804.72	36,135.84	(23,197.07)	60,743.49	(8,289.20)	52,454.29

End of Report

February 9, 2022

Academics

- ✓ Enrollment 221
- ✓ Attendance Rate 75% (15% below target and a drop of 14.3% from previous report)

Tools-Resources to be counted as present:

Daily zoom sessions K-12 or email teacher

Canvas - 24/7 access to classroom content

1:1 Chromebooks

Cellphone/Hotspot access

**Unvaccinated absences: 5-20 days depending on cases at home and new cases presenting*

- ✓ NAEP testing - 8th grade math and reading took place February 3. 46% opted out.
- ✓ SBAC testing - 3rd-8th and 11th testing window is open now through June 3. Opt out notices were posted on our website and sent home with weekly information.
- ✓ ELPA testing - K-12 testing window is open now through April 15. Opting out is not available this year.
- ✓ Test training for the site admin. has been completed for all three tests in a series of 2 - 2hr training sessions. Admin is scheduling test administration training for the next two weeks. Admin. will administer the ELPA and assist with the SBAC testing requirements.
- ✓ Advisory for secondary will administer a Student Voice Survey. Data will be used to analyze students' sense of belonging and levels of engagement and how these levels correlate with student achievement and overall success. Survey contents were compiled from ORSN and Inflexion administration sessions this quarter. Next quarter this team will work on access to a similar survey for elementary level student voice. This is an example of inclusive practices as it pertains to racial, ability and cultural inclusion. Needs assessment focuses on connection, belonging, engagement, self-awareness, self-regulation and management and overall well-being.
- ✓ Semester 2 updates: Drama and framing are being offered at the secondary level.
- ✓ Due to Omicron surge in January which led to numerous quarantines/isolations, we have had a record high semester 1 incomplete list. Students and staff have been working hard to finalize these semester grades and update transcripts.
- ✓ Elementary reading MTSS is underway. More structured math MTSS will follow in the 22-23 academic year.
- ✓ Coursework Planning for 2022-23 and Beyond

Senate Bill 513 requires students to earn .5 credits in civics to fulfill graduation requirements, beginning with the class of 2026 (current 8th grade class). The new law ensures that all students in Oregon graduate with the civic knowledge to be empowered, engaged and informed members of a democratic society.

Personal Finance .5 credit needs to be incorporated into our course offerings. When we look at creating successful young adults, we need to incorporate more life-skill courses.

A community service component is also being discussed within the Leadership team as either a class, graduation requirement, or seminar. We are looking at a model in place at Mapleton Schools, currently.

- ✓ BLM Grant – Eddyville Pollinator Project submission. Grant to improve the ecosystem (old baseball field) by collecting, propagating and planting native pollinator plant species. You may request access to the grant document for details. It is in the office and Jody Becker is the point of contact.
- ✓ Starker Forests, Inc. has reached out to grant \$1500 to be used to support projects or programs focusing on natural resources, forests or fish and wildlife. Admin. is working with Ms. Becker to pinpoint a viable project for this money. Money is in honor of Gary Springer, an Eddyville graduate and past Starker employee. This is a wonderful contribution and opportunity for our students.

Initial ideas: cultivate and plant trees in his honor along school campus to prevent erosion and restore habitat on the Little Elk River. We could also do some clean up in the river this spring along campus.

Facilities

- ✓ Current work is being researched for writing an RFP for siding and windows, front driveway work and removal of the old fuel tank and log cabin.
- ✓ In communication with LCSD, Rich Belloni and Dr. Gray both support and approve our work moving forward.

Rich advised of a local architect to hire for RFP creation and other points of contact for removal of fuel tank and cabin.

They are also aware of the football field lights project and approve contingent on plans presented with CPI and electrical contracts.

- ✓ Elementary hallway indoor siding is almost complete. This looks incredible and has created a much safer and healthier environment.

Administrative

- ✓ Weekly public health meetings
- ✓ Oregon Superintendent Off-the-Record meetings and legislative updates
- ✓ OASSA executive board meetings and Oregon Principal's conference planning
- ✓ State testing training and planning
- ✓ NAEP testing and implementation session
- ✓ Budget Season: preliminary budget work, master course selection, staffing and salary schedule updates to keep pace with minimum wage increases and staff retention efforts.
- ✓ Correspondence sent to community for stakeholder input on masking update 3/31/2022.

Community Survey facilitated

Student Interest Survey facilitated

- ✓ Monthly Portico 1:1 mentorship meetings
- ✓ Monthly Inflexion administrative team meetings
- ✓ Monthly ORSN – PLC meetings and study group
- ✓ Weekly Charter Zoom meetings (ODE)
- ✓ Leadership Team – Started semester 2 with the following goals (In guidance with ORSN/Portico):

Members representing elementary, middle, high, athletics, clubs and support staff

Meet 1x/month

Goal: “What is our “finish product”?”

Academics and Beyond

-Mental Health, Culture of Giving and Purpose, Resilience, Technology Skills,
Respect, Workplace Skills and Life Skills

-Looking at Equity vs. Equality and Diversity
-How are we including all voices, how do we bring everyone to the table and what are we missing? Who are we missing? (Student Voice Survey – step 1)

- ✓ Summer Learning Grant 2022 and 2023
 - Approved for K-8 academic sessions at \$55,130 per summer. Planning is underway.
- ✓ SIA reporting with LCSD for Qtr. 1 and Qtr. 2 are complete
- ✓ Athletic Director/Dean of Students work in the mornings is effective
 - Behavior assistance with bus referrals
 - Major behavior assistance training is underway and time will allow for more training after Spring Break
 - Increased surveillance at lunch has enhanced safety and security of campus
- ✓ Upcoming staff PD – Focus on teaching with the teen brain in mind...
 - Tips, reminders and strategies for effective instruction
 - Continued Trauma-informed practice training with 321Insight (bi-monthly)
- ✓ Water systems running efficiently with the next round of testing in March
 - Status meeting held last month with Lincoln County Health Department



Board Report | Athletics
February 2022

- High school basketball is wrapping up with playoffs happening this next week starting February 14.
- The cheer team is also wrapping up their season and hosted a successful cheer clinic fundraiser- the littles recently performed at one of the basketball games and were a huge hit!
- Middle school basketball will be playing until February 22
- Elementary basketball will have their last games on March 5. We are thankful for all of the volunteer coaches, student referees and staff for their help with this as we have hosted almost all of the elementary games for the Rec center this year.
- Spring sports are in the planning stages and reading to start in March
 - ◆ High school track will be coached by Greg Wood and possibly Stephanie Austin as assistant coach
 - ◆ Middle school track is looking for a coach and student interest to determine if we will have a team
 - ◆ We are adding golf this year and are deciding if it will be a sanctioned sport through OSAA or a club depending on numbers. Mike Ulstad will coach.
 - ◆ We will continue our co-ops with Siletz for baseball and softball

Go Eagles!



Board Report | Facilities
February 2022

Facilities Happenings this past month:

- We have been working on the elementary hall. Most of the carpet has been removed and replaced by the new paneling. The trim will be completed as soon as the paneling is 100% installed. Also we are currently working on the siding project for this spring/summer.
- Working on improving office spaces by installing cabinets and butcher block countertops

Facilities: On the radar for the next month:

- Continuing to plan the School siding with an RFP. Keep plugging away at repairs to the school. Start preparing for the spring/summer grounds care plan. Other plan include pole barn, security camera upgrade, student parking, and front parking area.

Danny Wheeler | Facilities Manager

Eddyville Charter School

Code: DH
 Adopted: 16 March 2022

~~Bonded Employees and Officers~~ Loss Coverage

~~All public charter school employees responsible for funds, fees, cash collections or inventory control will be bonded to protect the public charter school against loss in an amount determined by the Board and upon recommendation of the public charter school's agent of record. In compliance with Oregon statutes and administrative rules, the administrator[, custodian of funds and other individuals as deemed necessary by the Board,] will have [individual] fidelity bond coverage or equivalent crime coverage. The public charter school will pay the cost of such coverage.~~

The Board and designated school employees are responsible to safeguard the school against loss regarding funds, fees, cash collections and inventory. The Board shall designate the school employees responsible as custodians of such items. The school shall purchase bond coverage or equivalent crime coverage in an amount determined by the Board in consultation with the district's agent of record. The school will pay the cost of such coverage.

END OF POLICY

Legal Reference(s):

[ORS 328.441](#)

[ORS 332.525](#)

[ORS 338.115\(2\),\(13\)](#)

Eddyville Charter School

Code: GBA-AR
Revised/Reviewed: 16 March 2022

Veterans' Preference

Oregon's ~~V~~veterans' ~~P~~reference ~~L~~law requires the public charter school to grant a preference to qualified and eligible veterans and disabled veterans at each stage in the hiring and promotion process. To be **qualified** for veterans' preference, a veteran or disabled veteran must meet the minimum and any other special qualifications required for the position sought. To be **eligible** for veterans' preference¹ a veteran or disabled veteran must provide certification they are a veteran or disabled veteran as defined by Oregon law².

The public charter school is not obligated to hire or promote a qualified and eligible veteran or disabled veteran. The ~~public charter~~ school is obligated to interview all minimally qualified veterans or disabled veterans and to hire or promote a qualified or eligible veteran or disabled veteran if ~~he or she~~ the individual is equal to or better than the top candidate after the veterans' preference has been applied.

A veteran may submit a written request to the public charter school for an explanation of the reasons why they were not selected for the position.³ The ~~public charter~~ school shall provide the reasons for not selecting the candidate when requested.

Recruitment Procedures

All job postings or announcements will include a concise list of minimum and any special qualifications required for the position. Job postings will include a statement that the public charter school's policy is to provide veterans and disabled veterans with preference as required by law and the job posting will require applicants to provide certification⁴ of eligibility for preference, in addition to other requested materials.

Selection Procedures⁵

¹ See Oregon Revised Statute (ORS) 408.235.

² See Oregon Revised Statute (ORS) 408.225 and OAR 839-006-0440 for definitions of veteran and disabled veteran.

³ ~~Oregon Revised Statute (ORS) 408.230(5)~~

⁴ See Verification of Veteran's Preference (OAR 839-006-0465). An ~~veteran~~ applicant claiming veteran's or disabled veteran's preference will submit: ~~(a)~~ a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215); ~~or (b)~~ ~~proof of receiving a nonservice connected pension from the U.S. Department of Veterans Affairs~~ or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran ~~will~~ may also submit a copy of their letter from the U.S. Department of Veterans Affairs ~~verifying disabled veteran status~~, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification.

⁵ ~~OSBA recommends use of a scored system.~~ If the public charter school chooses not to use a scored system the law requires that the public charter school give special consideration in the public charter school's hiring decision to veterans and disabled veterans and the public charter school will need to be able to demonstrate the method used for providing special consideration. ORS 408.230(2)(c).

- Step 1: Before the review of any applications the human resource director will establish an evaluation scoring guide based on the minimum and any special qualifications listed in the job posting.
- Step 2: The human resource director will review the application materials using the ~~above~~ evaluation scoring guide to determine which applicants meet the minimum and any special qualifications listed in the job posting. In assessing the applicant materials of a veteran or disabled veteran the human resource director shall evaluate whether the skill experience obtained in the military are transferable to the posted position. ~~In this step the public charter school does not apply a veterans' preference.~~ Any applicants that do not meet the minimum and any special qualifications shall be removed from the applicant pool.
- Step 3: Based on Step 2, the human resource director determines who will be interviewed. All qualified and eligible veterans or disabled veterans shall be given an opportunity to interview.
- Step 4: Interview questions and scoring sheets will be developed and each scoring sheet must be completed after each interview by the interviewers.
- Step 5: Following completion of the interviews, the human resource director shall complete the selection matrix and score the applicants based on the scoring sheets completed during interviews. Veterans' preference ~~points must~~ shall be applied by adding 5 percentage points to an eligible veteran and 10 percentage points to an eligible disabled veteran.⁶
- Step 6: The human resource director makes the offer to the applicant with the highest final score. The public charter school is not obligated to hire or promote a qualified and eligible veteran or disabled veteran. The public charter school is obligated to hire or promote a qualified or eligible veteran or disabled veteran if they are equal or better than the top candidate after the veterans' preference has been applied.

A veteran may submit a written request to the public charter school for an explanation of the reasons why they were not selected for the position. The public charter school shall provide the reasons for not selecting the candidate when requested.

Filing a Complaint

A veteran or disabled veteran is encouraged to contact the human resource office if they have any concerns or questions concerning the application of or the process used for veterans' preference.

A veteran or disabled veteran claiming to be aggrieved by a violation of Board policy GBA - Equal Employment Opportunity or this administrative regulation, may file a written complaint with the Civil Rights Division of the Bureau of Labor and Industries (BOLI) in accordance with Oregon Revised Statute (ORS) 659A.820.

⁶The points are based on a 100 point scoring matrix. If a 100 point scoring matrix is not used, the public charter school must use a multiplier equivalent to 5 percent for a veteran and 10 percent for a disabled veteran, or the equivalent.

Eddyville Charter School

Code: GBL
 Adopted: 16 March 2022

Personnel Records

An official personnel file will be established for each person employed by the public charter school. Personnel files will be maintained in a central location.

All records containing employee medical condition information such as workers' compensation reports and release or permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The administrator will be responsible for establishing procedures regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions placed in their personnel file. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

Except as provided below, or required by law, school employees'¹ personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee may arrange with the school office to inspect the contents of their personnel file on any day the school office is open for business;
2. Others designated by the employee in writing may arrange to inspect the contents of the employee's personnel file in the same manner described above;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The administrator and other staff designated by the administrator;
6. School administrators and supervisors who currently or prospectively supervise the employee;
7. Attorneys for the school or the school's designated representative on matters of school business;
8. Upon receiving a request from a prospective employer issued under ORS 339.374(1)(b), the public charter school, pursuant to ORS 339.378(1), shall disclose the requested information if it has or has had an employment relationship with a person who is the subject of the request, no later than 20 days after receiving such request. The records created by the school pursuant to Oregon Revised Statute

¹ Includes former employees.

(ORS) 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The school may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);

9. Upon request from a law enforcement agency, the Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination;
10. Upon request from a prospective employer or a former employee, authorized public charter school officials may disclose information about a former employee's job performance to a prospective employer and such disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was knowingly false or deliberately misleading, was rendered with malicious purpose or violated any civil right of the former employee protected under Oregon Revised Statute (ORS) 659 or ORS 659A.

The administrator may permit persons other than those specified above to use and to inspect personnel records when, in their opinion, the person requesting access has a legitimate official purpose. The administrator will determine in each case, the appropriateness and extent of such access.

Release of personnel records to parties other than those listed above, will be in line with the school's public records procedures in Board policy KBA - Public Records. The school will attempt to notify the employee of the request and that the school believes it is legally required to disclose certain records.

END OF POLICY

Legal Reference(s):

[ORS 30.178](#)

[ORS 338.115](#)

[ORS 339.370 – 339.374](#)

[ORS 339.378](#)

[ORS 339.388](#)

[ORS 342.143](#)

[ORS 342.850](#)

[ORS 652.750](#)

[ORS Chapter 659](#)

[ORS Chapter 659A](#)

[OAR 581-026-0600](#)

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. § 2000ff-1 (2018).

Eddyville Charter School

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed: 16 March 2022

Oregon Family ~~Medical Leave (OFLA)~~ *

(For employers that offer OFLA or employers with 25 to 49 eligible employees)

Coverage

The Oregon Family Leave Act (OFLA) and the Oregon Military Family Leave Act (OMFLA) covers public charter schools that employ 25 or more part-time or full-time employees in Oregon based on employment during each working day during any of the 20 or more workweeks in the calendar year in which the leave is to be taken or in the calendar year immediately preceding the year in which the leave is to be taken.

Eligibility

An eligible employee is an employee employed in the state of Oregon on the date OFLA leave begins. OFLA applies to employees who work an average of 25 hours or more per week during the scheduled calendar days or more immediately prior to the first day of the start of the requested leave.¹ ~~Oregon Military Family Leave Act (OMFLA) applies to employees who work an average of at least 20 hours per week.~~ For parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

An employee of a covered employer is eligible to take leave for purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who worked for the covered employer for fewer than 30 days immediately before the date on which the family leave would commence; or
2. An employee who worked for the covered employer for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

An employee of a covered employer is eligible to take leave for purposes of OFLA if the employee:

1. Separates from employment with the covered employer:
 - a. Is eligible to take leave OFLA at the time the employee separates; and
 - b. Is reemployed by the covered employer within 180 days of separation from employment; or
2. Is eligible to take OFLA leave:
 - a. At the beginning of a temporary cessation of scheduled hours of 180 days or less; and
 - b. Returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have

¹ The requirements of OFLA do not apply to an employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by Section 125 of the Internal Revenue Code of 1986, which provides as one of its options, employee leave at least as generous as leave required by OFLA.

worked for a covered employer prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the employer within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

An employee who has previously qualified for and has taken some portion of OFLA leave, may request additional OFLA leave within the same leave year. In such instances, the employee must requalify as an eligible employee for each additional leave requested unless one of the following exceptions apply:

1. A female employee who has taken 12 weeks of pregnancy disability leave need not requalify leave in the same leave year for any other purpose;
2. An employee who has taken 12 weeks of Parental Leave need not requalify to take an additional 12 weeks in the same leave year for sick child leave; and
3. An employee granted leave for a serious health condition for the employee or a family member need not requalify if additional leave is taken in this leave year for the same reason, unless the reason is no longer qualifying.

OMFLA applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

In determining if an employee has been employed for the preceding 180 calendar days, when applicable, the employer must consider days, e.g. paid or unpaid, an employee is maintained on payroll for any part of a workweek. Full-time public charter school teachers who have been maintained on payroll by a public charter school for 180 consecutive calendar days are thereafter deemed to have been employed for an average of at least 25 hours per week during the 180 days immediately preceding the start date of the OFLA leave. This provision is eligible for rebuttal if for example the employee was on a nonpaid sabbatical.

In determining 25 hours average workweek, the employer must count the actual hours worked using guidelines set out pursuant to the Fair Labor Standards Act.

Qualifying Reasons

Eligible employees may access OFLA for the following reasons:

1. Serious health condition of the employee or the employee's covered family member:
 - a. Inpatient care;
 - b. Continuing treatment;
 - c. Chronic conditions;
 - d. Permanent, long-term or terminal conditions;
 - e. Multiple treatments;
 - f. Pregnancy and prenatal care.
2. Parental leave (separate from eligible leave as a result of the child's serious health condition):
 - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
 - b. Bonding with and the care for a newly adopted or newly placed foster child under the age of 18 (within 12 months of placement);
 - c. Care for a newly adopted or newly placed foster child over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a foster child or the adoption of a child.

3. Sick Child Leave: leave for non-serious health conditions of the employee's child. Sick child leave includes absence to care for an employee's child whose school or child care provider has been closed² in conjunction with a statewide public health emergency declared by a public health official.³
4. Bereavement Leave: leave related to the death of a covered family member.⁴

Eligible employees may access OMFLA for the purpose of spending time with a spouse or same-gender domestic partner who is in the military and has been notified of an impending call or order to active duty or who has been deployed during a period of military conflict.

The eligibility of an employee who takes multiple leaves for different qualified reasons during the same designated leave period may be reconfirm at the start of each qualified leave requested.

Definitions

1. Family member:

For the purposes of OFLA, "family member" means:

- a. Spouse⁵;
- b. Same-gender domestic partner;
- c. Parent;
- d. Parent-in-law;
- e. Parent of employee's same-gender domestic partner;
- f. Child;
- g. Child of employee's same-gender domestic partner;
- h. Grandchild;
- i. Grandparent;
- j. Persons who are "in loco parentis".

2. Child:

- a. For the purposes of OFLA, "child" means a biological, adopted, foster child or stepchild of the employee, the child of the employee's same-gender domestic partner, or a child with whom the employee is or was in a relationship of "in loco parentis".
- b. For the purposes of parental and sick child leave under OFLA, the child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment.

² "Closure" for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider. OAR 839-009-0210(4).

³ The public charter school may request verification of the need for sick child leave due to a closure during a statewide emergency. Verification may include:

1. The name of the child being cared for;
 2. The name of the school or child care provider that has closed or become unavailable; and
 3. A statement from the employee that no other family member of the child is willing and able to care for the child.
- With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

⁴ Bereavement leave under OFLA must be completed within 60 days of when the employee received notice of the death.

⁵ "Spouse" means individuals in a marriage, including "common law" marriage, same-sex marriage or same sex individuals with a Certificate of Registered Domestic Partnership.

3. In loco parentis:

For the purposes of OFLA, “in loco parentis” means person in the place of the parent having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Public health emergency:

For OFLA a public health emergency means:

- a. A public health emergency declared under ORS 433.441.
- b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

Leave Period

For the purposes of calculating an employee’s leave period, the public charter school will use the 12-month period measured forward from the date the employee’s leave begins. The same method for calculating the 12-month period for OFLA leave entitlement shall be used for all employees. However, in all instances, the leave period for the purposes of OMFLA shall be dependent on the start of any such regardless of the designated 12-month leave period described above.

Leave Duration

For the purposes of OFLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the designated leave period. However, ~~a woman~~ an eligible employee is entitled to an additional, full 12 weeks of parental leave during the designated leave period following the birth of a child, regardless of how much OFLA qualified leave ~~she~~ the employee has taken prior to the birth of such child during the designated leave period. Likewise, an employee who uses the full 12 weeks of parental leave during the designated leave period, will be entitled to an additional 12 weeks of sick child leave under OFLA during the designated leave period for the purpose of caring for a child(ren) with a non-serious health condition requiring home care.⁶ OFLA does not combine the leave entitlement for spouses working for the public charter school. However, under OFLA, family members who work for the public charter school may be restricted from taking concurrent OFLA qualified leave.⁷

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee’s leave entitlement during the designated leave period.

Except as otherwise noted above, qualified leave under OFLA for an eligible employee will run concurrently during the designated leave period.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee’s leave, leave entitlement is calculated by multiplying the number of

⁶ Sick child leave under OFLA need not be provided if another family member, including a noncustodial biological parent, is willing and able to care for the child.

⁷ Exceptions to the ability to require family members from taking OFLA qualified leave at different times are when 1) employee is caring for the other employee who has a serious medical condition; 2) one employee is caring for a child with a serious medical condition when the other employee is suffering a serious medical condition; 3) each family member is suffering a serious medical condition; 4) each family members want to take bereavement leave under OFLA; and 5) the employer allows the family members to take concurrent leave.

hours the eligible employee normally works per week by 12⁸. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 weeks worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek⁹. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Intermittent Leave

With the exception of parental leave, which must be taken in one continuous block of time, an eligible employee is permitted under OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in multiple blocks of time (hours, days, weeks, etc.) rather than in one continuous block of time and/or requires a modified or reduced work schedule. For OFLA this includes but not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an employee is eligible for OFLA leave, the employer:

1. May allow an exempt employee, as defined by state law, with accrued paid time off to take OFLA leave in one-hour blocks or less than a full day, but;
2. May not reduce the salary of an employee who is taking intermittent leave when they do not have accrued paid leave available. To do so would result in the loss of exemption under state law.

An employee's OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

Holidays or days in which the public charter school is not in operation are not counted against the eligible employee's intermittent leave period unless the employee was scheduled and expected to work on any such day.

Alternate Work Assignment

The public charter school may transfer an employee recovering from a serious health condition to an alternate position which accommodates the serious health condition provided:

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement;
4. The transfer is compliant with state and federal law, including but not limited to the protections provided for in OFLA; and
5. The transfer is not used to discourage the employee from taking OFLA leave for a serious health condition or to create a hardship for the employee.

⁸ For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

⁹ For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

The public charter school may transfer an eligible employee who is on a foreseeable intermittent OFLA leave to another position with the same or different duties to accommodate the leave, provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement;
4. The transfer is compliant with state law, including but not limited to, the protections provided for in OFLA;
5. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
6. The transfer is not used to discourage the employee from taking intermittent or reduced work schedule leave, or to create a hardship for the employee.

If an eligible employee is transferred to an alternative position, and as a result the employee works fewer hours than the employee was working in the original position, the employee's OFLA leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

When an employee is transferred to alternate position as described above but such transfer does not result in a reduced schedule, time worked in any such alternate position shall not be considered for the purpose of OFLA leave. An employee working in an alternate position retains the right to return to the employee's original position unless all OFLA leave taken in that leave year plus the period of time worked in the alternate position exceeds 12 weeks.

Special Rules for School Employees

For the purposes of OFLA, "school employee" means employees employed principally as instructors in public kindergartens, elementary schools, secondary schools or education service districts.

OFLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. In any such situation, the eligible school employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible school employee's regular work schedule during the leave period, and the purpose of such leave is to care for a family members with a serious medical condition, for a service member with a serious medical condition or because of the employee's own serious medical condition, the public charter school may require the eligible school employee to:

- a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b. Temporarily transfer the eligible school employee to an alternate position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than the employee's original position.

2. Limitation on Leave near the End of the School Year

When an eligible school employee requests leave near the end of the school year, the public charter school may require the following:

- a. When the qualified leave begins more than five weeks before the end of the school year:
 - (1) For the purposes of OFLA leave, if the reason for the leave is because of the eligible school employee's own serious health condition, the eligible school employee may be required to remain in leave until the end of the school year provided:
 - (a) The leave will last at least three weeks; and
 - (b) The employee's return to work would occur within three weeks of the end of the school year.
- b. For the purposes of OFLA leave, when the qualified leave begins within five weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a service member, the eligible school employee may be required to remain on leave until the end of the school year provided:
 - (1) The leave will last more than two weeks; and
 - (2) The employee would return to work during the two-week period before the end of the school year.
- c. For the purposes of OFLA leave, when the qualified leave begins within three weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a service member, the eligible school employee may be required to remain on leave until the end of the school year provided the length of the leave will last more than five working days.

If the public charter school requires an eligible school employee to remain on leave until the end of the school year as described above, additional leave required by the employer until the end of the school year shall not count against the eligible school employee's leave entitlement.

Paid/Unpaid Leave

OFLA does not require the public charter school to pay an eligible employee who is on a qualified leave at this time. The public charter school requires the eligible employee to use any available accrued paid leave, including personal and sick leave or available accrued vacation leave before taking OFLA leave without pay during the leave period. The employee may select the order in which the available paid leave is used.

The public charter school will notify the eligible employee that the requested leave has been designated as OFLA leave and, if required by the public charter school, that available accrued paid leave shall be used during the OFLA leave period. In the event the public charter school is aware of an OFLA qualifying exigency, the public charter school shall notify the eligible employee of its intent to designate the leave as such regardless of whether a request has been made by the eligible employee. Such notification will be given to the eligible employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave, whichever is sooner.

When the public charter school does not have sufficient information to make a determination of whether the leave qualifies as OFLA leave, the public charter school will provide the required notice promptly when the information is available but no later than two working days after the public charter school has received the information. Oral notices will be confirmed in writing no later than the following payday. If the payday is less than one week after the oral notice is given, written notice will be provided no later than the subsequent payday.

Eligible employees who request OMFLA leave shall not be required to use any available accrued paid time off during the OMFLA leave period.

Benefits and Insurance

When an eligible employee returns to work following a OFLA qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other employer's policy provide otherwise.¹⁰ The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the public charter school's policies provides otherwise.

For the purposes of OFLA, the public charter school will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

Fitness-for-Duty Certification

Prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the public charter school may require the employee to obtain and present a Fitness-for-Duty Certification. The certification will specifically address the employee's ability to perform the essential functions of the employee's job as they relate to the health condition that was the reason for the leave. If the public charter school is going to require a fitness-for-duty certification upon return to work, the public charter school must notify the employee of such requirement when the leave is designated as an OFLA leave. Failure to provide the fitness-for-duty certification may result in a delay or denial of reinstatement.

For the purposes of OFLA qualified leave, any out of pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the public charter school.

If the leave is qualified under OFLA, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the public charter school.

Application

An eligible employee requesting OFLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start, duration and reasons for the requested leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the public charter school.

The public charter school may request additional information to determine that the requested leave qualifies as OFLA leave. The public charter school may designate the employee as provisionally on OFLA leave until sufficient information is received to properly make a determination. An eligible employee able to give advance notice of the need to take OFLA leave must follow the employer's known, reasonable and customary procedures for requesting any kind of leave.

¹⁰ See also ORS 342.934(4)(d) in reduction force situations.

For the purposes of OFLA, an eligible employee is required to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the public charter school during that period of time. Failure of an employee to provide the required notice for leave covered by OFLA may result in the public charter school deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the public charter school's notice procedures.

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

Medical Certification

The public charter school shall require an eligible employee to provide medical documentation, when appropriate, to support the stated reason for the leave, other than to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency. The public charter school will provide written notification to employees of this requirement within three working days of employee's request for leave. If the employee's need for OFLA leave precludes giving 30 days' notice, the employee is required to submit such medical certification no later than 15 calendar days after receipt of the public charter school's notification that medical certification is required.

Second and Third Opinions

For the purposes of OFLA and except for leave related to sick child leave under OFLA, the public charter school may require the employee to obtain a second opinion from a health care provider designated by the public charter school. If the first and second verifications conflict, the employer may require the two health care providers to jointly designate a third health care provider for the purpose of providing a verification. This third verification shall be final and binding.

Notification

Any notice required by state laws explaining employee rights and responsibilities will be posted in all staff rooms and the public charter school office. Additional information may be obtained by contacting the administrator.

Record Keeping/Posted Notice

The public charter school will maintain all records as required by state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

The public charter school will post notice of ~~Oregon Family Leave Act~~ OFLA¹¹ requirements.

¹¹ Poster available at <https://www.oregon.gov/boli/employers/pages/required-worksite-postings.aspx>.